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Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: SENIOR CENTER DIRECTOR**

**DEFINITION**

Under general supervision, to plan, organize, supervise, and conduct a wide variety of responsible duties in recreation programming, social service coordination, and senior center management for senior/handicapped citizens; to provide highly responsible and professional staff leadership; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is an advanced journey level class in the professional recreation series. Positions in this class work under general supervision and exercise independent judgment in the performance of a variety of professional complex, and difficult recreational program supervision duties with only occasional instruction or assistance. Incumbents are expected to be responsible for the daily operational activities of a senior center and for program administration involving the selection, training, supervision and evaluation of subordinates, and budget preparation and administration.

REPORTS TO: Recreation Supervisor

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a Recreation Supervisor. Exercises general supervision over lower level recreation personnel.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Plan, organize, supervise, and participate in a recreation and social service program for senior/handicapped citizens.
- Organize, schedule, and coordinate use of the Center by social service agencies, groups and individuals providing a variety of services to senior/handicapped citizens.
- Confer with community and neighborhood groups to evaluate and formalize program ideas.
- Schedule and maintain a calendar of activities and other uses of the Center.
- Plan, assign, and conduct tours to areas of special interest for recreational groups.
- Schedule staff and volunteers to supervise specific activities.
- Supervise, evaluate, and assist in instructing athletics, arts, crafts, games, and other recreational program activities.
- Contact agencies, community groups, and community residents to encourage use of the center.
- Provide liaison between community area residents and City administration/services.
- Make presentations to community groups and schools to promote participation in scheduled activities.
- Develop promotional materials for use in publicizing the center and program activities.

- Prepare and maintain a variety of records and reports on activities and center operations.
- Supervise the requisition of supplies and materials, inventory maintenance, and control of their use.
- Assist in budget preparation and administration.
- Select, train, supervise, and evaluate subordinates.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of administration, recreational programming, and social services programs.
- Various methods used to meet the leisure, recreational, and social needs of special populations and individuals.
- Recreational and social activities as they relate to various interests and abilities.
- Recreational activity instruction, principles, techniques, and equipment utilized in a public recreation program.
- Building and office management.
- Community structures and processes; individual and group dynamics.
- Recordkeeping and reporting procedures.
- First aid practices and techniques.
- Principles of supervision, training, performance evaluation, and budgeting.
- Personal computer operation and software applications.

### **Ability to:**

- Analyze and assess community leisure, recreational, and social needs.
- Plan, organize, and supervise an area recreational and social services program.
- Instruct individuals and groups and participate in recreational and social activities within a flexible work schedule.
- Understand community problems and assist in the providing and/or referral of services to alleviate problems.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain cooperative and effective relationships with those contacted in the course of work.
- Prepare and maintain a variety of records and reports.
- Develop public relations and publicity materials.
- Select, train, supervise, and evaluate subordinates.
- Operate personal computer and applicable software applications.

### **Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** Equivalent to a Bachelor's degree (120 semester units) from an accredited college or university with major work in recreation, sociology, or a closely related field.

**Experience:** Two years of experience on community recreation or community organization programs or social service work. Up to two years of additional qualifying experience may substitute for two

years of the required education.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Senior Center Director

**TO:** Recreation Supervisor